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5 January 1966

MEMORANDUM FOR: Acting Chief, Support Division, OSA
ATTENTION: Acting Chief, Personnel Branch, SD/OSA
SUBJECT: Contact Points within Security Staff,
OSA, to Effect Security Briefings

1. In an effort to upgrade the responsiveness of the Security Staff, OSA, to our security briefing responsibilities I have asked our professional personnel to be prepared to handle three types of briefings and/or interviews as follows:

a. When staff employees or military assignees are entering on duty with OSA, they should be afforded a security briefing which touches on the [redacted] the nature of the NRO, SSC and the Security Staff/OSA; the Special Security clearance requirements of the IDEALIST and OXCART programs, etc. The following SS/OSA personnel should be called in the order listed to effect this type of briefing:

- 1.
- 2.
- 3.
- 4.
- 5.

b. When the Personnel Branch, SD/OSA, has located a potential Contract Security Assistant for Detachment G or H or a potential Contract Courier, it is most desirable for them to be seen and interviewed by appropriate personnel of Security Staff, OSA. The earlier this contact can be made, the better. The

NRO review(s) completed.

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following people should be called in the order indicated to effect such an interview:

- 1.
- 2.
- 3.
- 4.
- 5.

When an individual has been selected for such an assignment and is fully processed and ready to be dispatched to the field, the latter three individuals should be called to effect a briefing containing reporting instructions.

c. Any potential Contract Guard for Detachment D should be seen by suitable representatives of the Security Staff, OSA, as early in the negotiation as possible. To effect such an interview (which attempts to identify the complete misfit for such an assignment) it is recommended that the following persons be contacted in this order:

- 1.
- 2.
- 3.
- 4.
- 5.

When an individual is actually selected for a Detachment D guard assignment and is fully processed and ready to go, one of the last three individuals should be contacted to present the briefing containing reporting instructions.

2. Please be assured that my office will cooperate to avoid improper delays in the execution of these briefings and interviews.

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3. One final thought: when your office receives a file from Main Personnel seeking a reaction from OSA on a potential candidate, be assured that my office is interested in seeing these files as early as possible. Referring these files to either [redacted] or myself will assure our quick reaction and return to you.

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Chief, Security Staff
OSA

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OSA/SS/

Distribution:

#1 - Addressee

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